

## Appendix E – Sample EMS Elements

### I. Table of Contents

### II. Environmental Commitment Statement

- \* commitment to environmental compliance and pollution prevention
- \* reference to continuous improvement and this will be achieved
- \* identify a reduction target for greenhouse gas emissions using a FY 2008
- \* identify ways you will communicate sustainability and climate change to visitors and park staff using your EMS as the method to further sustainability efforts within your park.
- \* commitment to federal executives and policies (refer to SLBE)
- \* why this process support your park's specific mission and enabling legislation.

### III. Sustainability Long-Term Goals – Identify goals for each of the aspects or sustainability elements specific to your EMS. Remember to consider required EMS elements (environmental compliance, water, energy...), as well as cultural and natural resources, vulnerable resources due to climate change, soundscapes, nightskies, NPS staff communication, partnership opportunities, and interpretation. These should be comprehensive goals and include the park's sustainability vision. Each year the park can select from these goals to determine what targets they would like to focus on for the year.

### IV. Park Environmental & Sustainability History

- a. **EMS** – Explain your park's EMS efforts. When was your EMS first developed, and what has happened since its development? Have you had a recent environmental audit? What process have you been using to implement and monitor your EMS?
- b. **Sustainability** – What has your park been doing to further sustainability efforts? When did your efforts begin? Any specific projects that should be included, i.e. resources, interpretation, greenhouse gas emission reductions.

### V. Aspects and/or Key Sustainability Metrics – This would include a summary of the current status or baseline of each identified aspect or metric, as well as a bullet point list of the suggested action items. Each year action items for various aspects would then be selected to form the yearly action plan. The following are aspects that should be considered:

- Greenhouse Gas Emissions (the aggregate of the following; however, in this section include the results of your FY 08 greenhouse gas inventory using the Climate Leadership in Parks (CLIP) tool, as well as any CLIP inventories from another year):
  - ✧ NPS Fleet Management and Fossil Fuel Reduction
  - ✧ Visitor Transportation – alternate modes of transportation
  - ✧ Building - Energy Intensity
  - ✧ Employee Commuting
  - ✧ Business Travel
  - ✧ Refrigerants
  - ✧ Wastewater
  - ✧ Solid Waste – recycling, landfill, & composting
- Water Quality and Conservation Measures
- Air Quality
- Hazardous Materials Management & Reduction
- Fuel Storage Requirements
- Purchasing & Contracting – includes construction materials & green procurement
- Environmental Disposal Liability Sites / Location of Concerns

- Pest Management
- Fire Management
- Law Enforcement
- Natural Resources
- Cultural Resources
- Climate Change Vulnerabilities – natural & cultural resources, as well as facilities
- Night Skies
- Soundscapes
- Visitor Experience & Services
- Sustainability/Climate Change Education – internal
- Sustainability/Climate Change Interpretation – external
- Tribal Involvement – government to government relationship
- Community Outreach
- Partnership Opportunities – concessions & cooperating associations

#### VI. **Roles, Responsibilities, & Accountability**

- Roles and responsibilities for the overall EMS
  - Identify the lead person for each aspect or sustainability metric
  - Identify specific record keeper(s) for the EMS process and documentation.
  - Identify who is responsible for annual NPS and DOI environmental reporting.
- Organizational structure & role of the Environmental Management Team, i.e. Green Team
  - who is responsible for maintaining EMS
  - who is responsible for reporting to management and staff, ideally every month

VII. **Operational Controls & Monitoring** – What management or operational controls does the park have in place to evaluate and track overall EMS progress? Who is responsible for ensuring that progress is monitored and recorded in a transparent way? What preventative measures can be implemented to help the park more proactively address current or future environmental compliance violations?

VIII. **Documentation & Recordkeeping** - Keep an updated list of where supporting sustainability documents are located and who is responsible for each document. Identify a process by which the EMS and the yearly action plan will be updated, recommended quarterly.

IX. **Training** – Identify NPS, federal, and non-governmental training opportunities for park staff. Provide staff with a yearly list, including summary of topic and who might find the training relevant. Keep track of required training, who has fulfilled this training, and develop a plan to stay up to date all training requirements.

X. **Communication Policy & Strategy** - This section will contain information on how the EMT or Green Team plans to share contents, actions, & processes found in the EMS with the rest of the park unit, visitors, and partners. The second portion will further elaborate on the identified Interpretation/Education strategy developed to communicate sustainability/climate change with park staff, visitors, and partners.

XI. **Yearly Workplan** – Create an annual workplan that pulls from the aspects and action items identified in the body of the EMS. Select 3-6 focused priorities for each year and develop an action plan containing the following: roles, responsibilities, program area, prioritization, funding, estimated level of effort, and timeline for completion of action items.